

DRAFT MINUTES
BROOKFIELD ECONOMIC DEVELOPMENT COMMISSION MEETING
TUESDAY, July 19, 2016 ROOM 119
7:00 PM

1. Convene Meeting: Acting Chair Greg Dembowski called the meeting to order at 7:05 PM with the following in attendance:
Present: Acting Chair G. Dembowski; Secretary D. Matte; Commissioner C. Rositano; Commissioner P. LaTerra; Commissioner J. Fisher
Absent: Chair H. Kurfehs
Also Present: E. Cole Prescott, Recording Secretary

2. Approval of Meeting Minutes (04/19/16; 05/17/16; 06/21/16)
 - 04/19/16 EDC Draft Minutes: The Commission reviewed which members had attended the April meeting. Commissioner Fisher noted that Vice Chair Dembowski, Secretary Matte, Commissioner Paul LaTerra and he had all attended the April meeting. **Commissioner Fisher made a motion to approve the minutes of the April meeting. Secretary Matte seconded the motion, and it carried with all but Commissioner Rositano voting.**
 - 05/17/16 EDC Draft Minutes: The Commission reviewed which members had attended the May meeting. **Commissioner Fisher made a motion to approve the minutes of the May EDC meeting as presented. Secretary Matte seconded the motion, and it carried, with Commissioner Fisher, Secretary Matte and Commissioner LaTerra voting.**
 - 06/21/16: The Commission will vote on the June draft minutes at the next meeting, as there was not a quorum for this vote.

Acting Chair Dembowski stated that he is doing everything he can to reschedule meeting dates of his other commitments to ensure he can attend the regularly scheduled EDC meetings.

3. Public Comment – There was no public comment at this time.

4. Update and Discussion on Town Center District – Acting Chair Dembowski stated that this is an open discussion. Acting Chair Dembowski stated that he will be sending correspondence tomorrow to each of the Commissioners inviting them to a meeting on August 4th at 4:00 PM in Meeting Room 133. This will be the first of potentially several meetings to report ongoing work for the Town Center District. Acting Chair Dembowski will be presenting the project scope, estimated cost, amenities, plan and budget on all phases of the project to business owners, developers, Land Use Commissioners, and Land Use Staff. Acting Chair Dembowski recommended that everyone from the EDC attend that meeting as well. The meeting will most likely be held additional times in an effort to accommodate schedules.

Underground Utilities: Acting Chair Dembowski reported that meetings with Eversource are often held. The borings have been marked, and much work for this project is ongoing.

Acting Chair Dembowski explained the ongoing work for the project, which incorporates Eversource, CCA, electricians, and general contractors. The overall goal is to have an accurate quote (plus or minus ten percent) available at least 45 days before the November election, so the cost to host the referendum would not be as high as if the referendum was to be held separately. The actual referendum question has yet to be chosen. There are three primary concerns which may affect cost – ledge, possible contamination, and the water table. The vaults are planned as a standard, fifteen-foot design.

C. Rositano asked how the Town plans to pay for this work. Acting Chair Dembowski replied that when it comes to the capital cost to install the underground utilities, the Town has not yet been able to find grant money for the project. The plan is to use taxpayer money to fund the capital installation, based on referendum results. Acting Chair Dembowski explained that when the streetscape work is done, the Town has recently passed an ordinance which allows the Town to put a benefit assessment not to exceed fifty percent of the operating costs associated with sidewalk maintenance. Based on what research information Acting Chair Dembowski has received from First Selectman Dunn, the property values generally increase approximately 2.5% when sidewalks are installed. Commissioner Rositano asked questions regarding the scope of the work, and Chair Dembowski replied that the Board of Selectmen had determined the scope of work for the proposed project. He also indicated that based on his conversations with the Land Use Office and other developers in the TCD, there is no development planned of which the Town is aware 200' on either side of the currently proposed scope of work.

The timing of the quote was briefly discussed, and some concerns were raised by both Commissioners Rositano and Fisher about holding up the streetscape installation, especially because the work is to be done in conjunction with the work planned at the Brookfield Village location.

Acting Chair Dembowski concluded the conversation by explaining that there is much future work to be done on this project, and the Town is currently doing everything it can to obtain an accurate quote as soon as is possible.

5. Update on Website Functioning & Newsletter Contact List – Acting Chair Dembowski stated that E. Cole Prescott had presented the quarterly website metrics at the May meeting. E. Cole Prescott noted that she will plan to present the metrics again at the September meeting. Acting Chair Dembowski stated that H. Kurfehs' email address is not working on one of the webpages. Also, Commissioner Fisher indicated that not all of the Commissioners' contact information is available on the website, and E. Cole Prescott replied that she will make the corrections.
6. Information for News & "Blurb" Write-Ups – Acting Chair Dembowski mentioned that Chair Kurfehs had written an article and had asked the Commissioners for their feedback on it. Acting Chair Dembowski asked that the Commissioners, if they would prefer to email Hal directly with their comments, please do so.

7. Other Discussion –There was a brief discussion about the difficulty of keeping college graduates in the State of Connecticut. As companies continue to move out, this becomes more of an issue for the State.

Mike Doré has resigned from the EDC; his letter of resignation has been submitted to Joan Locke and to Greg Dembowski. Acting Chair Dembowski suggested that the Commission thank Mike for his work.

This Commission and other volunteers in the Town will be invited to a volunteer picnic on September 25th.

Acting Chair Dembowski requested that a standing agenda item termed “budget” be included on upcoming agendas. He indicated that the Commission should be aware of its budget in order to make informed decisions about training, and other upcoming opportunities.

Acting Chair Dembowski reported that the Town has been issued a project number from the CT DOT for the Southern Federal Road project, which will be for two phases of what was originally a three-phase project. The two phases include installation of turning lanes at Chick-fil-A and improvements to the intersection near Layla’s Bakery. This work coincides with the requirements as set forth in the Plan of Conservation and Development.

Acting Chair Dembowski also stated that the Town is working with a property owner in the TCD to offer temporary parking for the northern terminus of the Still River Greenway trail. Currently, people using the trail are parking in private lots in the TCD area.

8. Adjournment: **Commissioner Fisher made a motion to adjourn the meeting at 8:05 PM. Secretary Matte seconded the motion, and it carried unanimously.**

Next regularly scheduled Economic Development Commission meeting: 08/16/16